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Space, Missile, Command, and Control

***THEATER AIR CONTROL SYSTEM
OPERATIONS INFORMATION FILE***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(SMSgt Richard Cochran)
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Certified by: HQ USAFE/DOY
(Colonel Edward O. Goche)
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This instruction implements Air Force Policy Directive (AFPD) 13-1, *Theater Air Control System*, and outlines the requirements for maintaining an operations information file (OIF) for the USAFE Air Control Squadrons (ACS). It applies to all units assigned to or gained by USAFE. It applies to commanders, operations supervisors, and operations personnel assigned or attached to command and control activities of USAFE. It also applies to the Air National Guard unit. It does not apply to Air Force Reserve unit. Submit recommendations for procedural improvement or revisions to this instruction through operational channels to the Aerospace Traffic and Control Division (HQ USAFE/DOY) using AF Form 847, **Recommendation for Change of Publication**. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This publication is substantially revised and must be reviewed in its entirety.

1. General Information. An OIF is required in the ACS, which for the purpose of this instruction includes the elements of the Control and Reporting Center (CRC). The OIF is the organization's functional publications library for operations-related publications. The OIF contains information essential to the conduct of operations or emergency conditions, and must be available to all operations personnel. The OIF may consist of hard copy or electronic media. Units must ensure continuous accessibility, if OIF is deployed by electronic media. The units:

- 1.1. Establish an OIF at the CRC. Each unit director of operations (DO) ensures the contents of the OIF are handled discriminately and that the required security for the files is provided at all times.
- 1.2. Dispose of documentation according to AFMAN 37-139, *Records Disposition Schedule*.

2. Responsibilities:

2.1. Primary Responsibility. HQ USAFE/DOY is the office of primary responsibility (OPR) for this instruction. HQ USAFE/DOY:

- 2.1.1. Provides command guidance and monitors the overall ACS OIF program.
- 2.1.2. Provides assistance in resolving major OIF problems or conflicts of policy.
- 2.1.3. Conducts an annual staff assistance visit (SAV).

2.2. Operations Groups (OG):

- 2.2.1. Develop a group supplement, as necessary, and forward that supplement through channels to HQ USAFE/DOY, Unit 3050 Box 15, APO AE 09094-5015, or electronically using the global electronic-mail (e-mail) address, <mailto:usafe/doy@ramstein.af.mil>.
- 2.2.2. Provide assistance, as necessary, in obtaining publications required in support of operational commitments.
- 2.2.3. Conduct an annual SAV.

2.3. The Unit DO or Chief of Combat Operations (CCO):

- 2.3.1. Designates an OIF custodian, primary and alternate, by letter to ensure proper maintenance of the OIF.
- 2.3.2. Establishes an OIF.
- 2.3.3. Establishes written procedures to ensure documents, if cross-referenced from the OIF, are deployed with the OIF.
- 2.3.4. Ensures, as a minimum, OIF markings are according to DoD 5200.1-R, *Information Security Program Regulation*, and AFI 31-401, *Information Security Program Management*.

2.4. Unit OIF Custodian:

- 2.4.1. Monitors Air Force and USAFE publishing products to ensure accuracy, currency and completeness; this may require reviewing product announcements (PA) and indexes.
- 2.4.2. Ensures all required publications are contained in the OIF or on order, as appropriate.
- 2.4.3. Ensures the OIF is maintained.
- 2.4.4. Ensures that all changes to the OIF publications are posted.
- 2.4.5. Stores, handles, and maintains classified publications according applicable security directives.
- 2.4.6. Disposes superseded and obsolete documents according to security directives and AFI 31-401.

3. Procedures:

3.1. Operational Periods. Maintain the OIF in the operations center. However, due to space limitations at operations modules (OM) and TPS 75 van, unit DOs determine what information is required in the appropriate OM and or van to support requirements. Portions of the OIF that are not maintained in the OM or van are readily accessible in the operations center.

3.2. Nonoperational Periods. Maintain the unclassified volumes of the OIF in the operations center. Secure classified volumes of the OIF in a storage container according to DoD 5200.1R and AFI 31-401.

3.3. Administration. The OIF contains five volumes. Volume binders may be technical order binders or stiff-backed, 3-ring, 3-inch binders. If the contents of any single volume exceed the capacity of that binder, subdivide the first and following binders into subsequent binders by a letter sequence; for example, 5A, 5B, etc. Place a label indicating the volume number on the spine of the binder. The unit operations officer is the focal point for any data entered in the OIF. Staff agencies desiring to insert information into the OIF will coordinate with the operations officer prior to inclusion. If maintaining other operational documents not specified in this instruction or group supplements, add them to the appropriate indexes and file in the appropriate book and section. Specify OIF contents according to this instruction, group supplements and, as desired, by units in addition to that which is specified. For instance, groups may tailor the OIF to meet specific unit overseas tasking or contingency deployment requirements. Divide volumes into Volume 1, Current Read File; Volume 2, Air Force Publications; Volume 3, Multicommand Publications; Volume 4, Numbered Air Forces (NAF), Group, ANG, and Unit Publications, and Volume 5, Classified Information.

3.3.1. Volume 1, Current Read File:

3.3.1.1. Section A--Master Index. The master index reflects those documents required in all five volumes of the OIF. Index each subsequent volume according to its content. List letters of agreement (LOA) and unit operations operating instructions (OOI) or flight operating instructions (FOI) individually indicating number, date and title, as applicable. Units will not use group supplements as the master index for the OIF. Prepare and update indexes locally as required. Use the master index as the classified inventory checklist.

3.3.1.2. Section B--Read and Initial Log. Prepare a read and initial log individually on AF Form 3130, **General Purpose Form**. List all assigned and attached personnel on the read and initial log. Accomplish the form when no further entries on the front or reverse are made. An annual review and certification are not required. At all units list the names of all Mission Qualification Training, Continuation Training (MQT/CT) personnel (13B/1C5) on the read and initial log. Include individuals attached to a unit, regardless of period of time, and require them to initial all current material prior to conducting operations. Enter new material, to include publications, letters, messages and operating plans or orders, on this log along with the date entered, and place in the appropriate sections. Daily review of Section B by those personnel listed on the log is a requirement and after each item has been read, initial those items on the log. The appropriate crew supervisor, i.e., senior operations duty officer (SODO), mission crew commander (MCC), crew chief, air surveillance technician (AST), etc., reviews all new items in the OIF at the beginning of each duty shift and, as required, disseminates pertinent information to those personnel not listed on the read and initial log. If a document is removed prior to an individual's review, due to temporary duty (TDY) or absence from the unit, annotate his or her signature block on the read and initial log with "N/A."

3.3.1.3. Section C--Immediate Attention Items. This section contains unclassified messages, directives, letters, and publications requiring immediate attention. Operations personnel review these items and sign the read and initial log in Section B prior to performing duties. Record classified materials requiring immediate attention on the read and initial log and place in the appropriate section in Volume 5. The DO/CCO designates which items are posted in this

section and listed on the read and initial log. Do not keep items in this section for more than 30 days. After 30 days, transfer those documents of a permanent nature to the appropriate OIF section. Retain the classified materials in Volume 5. Return those documents of a temporary nature to the operations files. If a document in this section is removed prior to an individual's review, due to TDY or absence from the unit, annotate his or her signature block on the read and initial log with "N/A."

3.3.1.4. Section D--Letters of Agreement (LOA). This section contains all current and relevant LOAs (Air Traffic Control, [ATC], etc.). In addition, list all ATC publications in this section. Groups will specify minimum contents of this section (see [Table 1.](#)).

Table 1. Letters of Agreement (LOA).

Publications	Title
LOA	Deutsche Flugsicherung (DFS) Region Mitte (Frankfurt UAC) and HQ USAFE/DO
LOA	Deutsche Flugsicherung (DFS) Branch Upper (Karlsruhe UAC) and HQ USAFE/DO

3.3.1.5. Section E—Miscellaneous. Section E is used for unclassified directives and information for which no relative subject is contained in the index. Every 90 days, review messages and letters being retired to Volume 1, Section E, to ascertain currency. Large documents do not require filing in the binder, physically locate these documents in the operations complex during operational periods. Prepare and file the Optional Form 21, **Cross Reference**, in this section to identify where these documents are located.

3.3.2. Volume 2, Air Force Publications. Volume 2 contains, but is not limited to, unclassified Air Force publications listed in [Table 2.](#)

Table 2. Air Force Publications.

Publication Short Title	Long Title
JP 3-50.2	Doctrine for Joint Combat Search and Rescue
AFDD 2-1.6	Combat Search and Rescue Operations
AFDD 2-5.1	Electronic Warfare
AFPD 13-1	Theater Air Control System
AFI 10-201	Status of Resources and Training System
AFI 10-707, USAFE Supplement 1	Spectrum Interference Resolution Program
AFI 11-214	Aircrew, Weapons Director, and Terminal Attack Controller Procedures for Air Operations
AFI 13-1MCS, Volume 3	Operating Procedures—Modular Control System
AFI 13-101	Evaluation of Ground Radar Systems
AFI 13-106	Air Support Operations Center and Tactical Air Control Parties
AFI 13-201	US Air Force Airspace Management
AFI 14-105	Unit Intelligence Mission and Responsibilities

Publication Short Title	Long Title
AFMAN 10-206	Operational Reporting
NOTE: Groups may expand this list of publications as necessary to meet mission requirements.	

3.3.3. Volume 3, Multicommand Publications. Volume 3 includes, but is not limited to, the publications listed in [Table 3](#).

Table 3. Multicommand Publications.

Publications Short Title	Long Title
MCM 3-3, Volume 15	Combat Aircraft Fundamentals Weapons Director
NOTE: Groups may expand this list of publications as necessary to meet mission requirements.	

3.3.4. Volume 4, Numbered Air Forces (NAF), Group, ANG, and Unit Publications:

3.3.4.1. Section A--Group Instructions and Manuals. Each group determines which instructions and manuals to include in this section.

3.3.4.2. Section B--Unit Operational Directives (applicable squadron OOIs and FOIs).

3.3.5. Volume 5--Classified Information. Volume 5 contains only classified information. Classify this volume according to the highest classification of material contained. Mark classified-binders according to DoD 5200.1R and AFI 31-401.

3.3.5.1. Inventory all classified volumes of the OIF according DoD 5200.1 and AFI 31-401. Units performing 24-hour operations, inventory the OIF each duty shift. Immediately record and report any discrepancy to the OIF custodian for corrective action. Record the accomplishment of certification by including the time of the inventory and the name of the individual who conducted the inventory. The operations coordinator or chief is responsible for the inventory, certification, and recording of information in the operations logbook.

3.3.5.2. Inventory and accountability records for cryptographic materials are accomplished according to Air Force Communications Security (COMSEC) Operations (AFKAG-1) or current series.

3.3.5.3. Arrangement of Volume 5:

3.3.5.3.1. Section A--Messages and Letters.

3.3.5.3.2. Section B--Air Force Directives.

3.3.5.3.3. Section C--Air Force Tactics, Techniques, and Procedures (AFTTP). This section contains, but is not limited to, classified publications listed in [Table 5](#).

Table 4. Air Force Tactics, Techniques, and Procedures (Classified)

Publication Short Title	Long Title
AFTTP 3-1, Volume 1	(S/NF) General Planning and Employment Considerations (U)
AFTTP 3-1, Volume 2	(S/NF) Threat Reference Guide and Countertactics (U)
AFTTP 3-1, Volume 3	(S/NF) Tactical Employment--A-10 (U)
AFTTP 3-1, Volume 4	(S/NF) Tactical Employment--F-15 (U)

Publication Short Title	Long Title
AFTTP 3-1, Volume 5	(S/NF) Tactical Employment--F-16 (U)
AFTTP 3-1, Volume 15	(S/NF) Tactical Employment--AWACS (U)
AFTTP 3-1, Volume 16	(S/NF) Tactical Employment--EC-130H (U)
AFTTP 3-1, Volume 17	(S/NF) Tactical Employment--F-15E (U)
AFTTP 3-1, Volume 26	(S/NF) Theater Air Control System (U)
NOTE: Groups may expand this list of publications as necessary to meet mission requirements.	

3.3.5.3.4. Section D--Group Directives.

3.3.5.3.5. Section E--Operations Plans (OPLAN) and Operations Orders (OPORD).

3.3.5.3.6. Section F--Current Editions of Authentication Tables, as required.

3.3.5.3.7. Section G--Voice Call Sign List (VCSL).

3.3.5.3.8. Section H--Allied Communications Plans (ACP) and Joint Army/Navy/Air Force Publications (JANAP).

3.3.5.3.9. Section I--Local Documents and Publications.

3.3.5.3.10. Section J--Miscellaneous Publications.

3.3.5.4. Sections E through J. Documents in Sections E through J are not required to be in the binder; however, locate these documents in the operations complex and ensure they are readily available to operations personnel. Annotate and file OF 21 in the appropriate section indicating the location of these documents.

4. Nondeployable OIF. Each operations section sets up and maintains a nondeployable OIF. Do not maintain the nondeployable OIF in the operations center, van or module. Maintain only publications necessary for the indoctrination of personnel, theater air control system (TACS) doctrine, training concepts, command and control, and operational management.

4.1. The nondeployable OIF includes but is not limited to, publications listed in Table 6.

Table 5. Nondeployable OIF Publications.

Publications Short Title	Long Title
JP 3-52	Doctrine for Joint Airspace Control in the Combat Zone
AFDD 1	Air Force Basic Doctrine
AFDD 2	Organization and Employment of Aerospace Power
AFDD 2-6.1	Airlift Operations
AFI 13-1 MCS Vol 1	Modular Control System—Training
AFI 13-1 Stan Eval Vol 2	Ground Command and Control Systems Standardization/Evaluation Program—Organization and Administration
NOTE: Groups may expand this list of publications as necessary to meet mission requirements.	

4.2. Groups determine which publications to maintain in their units. They may choose to maintain more than the specified publications. If more publications are maintained, they must be added to the indexes and filed in the appropriate book.

4.3. List North Atlantic Treaty Organization (NATO) publications in the unit supplement to this instruction. The OG for each unit adds a supplement to the basic instruction for inclusion of the applicable NATO directives (i.e., for AIRSOUTH, AIRCENT, etc.). Include one copy of each document in the nondeployable OIF. Properly cross-reference classified publications and provide safe-keeping. Units submit requirements through proper channels.

5. Mobility. During exercise and contingency operations, the OIF is needed to support operational requirements. Additional reference material may also be needed due to unit tasking. DOs, MCCs and ASO/ASTs review their tasking to ensure all required material is deployed. The OIF (except for the non-deployable OIF) should be deployed in a suitable container, such as a nesting box.

RANDAL D. FULLHART, Colonel, USAF
Deputy Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 5200.1-R, *Information Security Program regulation*
AFI 31-401, *Information Security Program Management*
AFPD 13-1, *Theater Air Control System*
AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

ACP—Allied Communications Plans
ACS—Air Control Squadron
AFPD—Air Force Policy Directive
AFTTP—Air Force Tactics, Techniques and Procedures
ANG—Air National Guard
AST—air surveillance technician
ATC—Air Traffic Control
CCO—chief of combat operations
COMSEC—communications security
CRC—control and reporting center
CT—continuation training
DFS—Deutsche flugsicherung
DO—director of operations
FOI—flight operating instructions
JANAP—Joint Army/Navy/Air Force Publications
LOA—letter of agreement
MCC—mission crew commander
MQT—mission qualification training
N/A—not applicable
NAF—numbered air force
NATO—North Atlantic Treaty Organization
OG—operations group
OIF—operations information file

OM—operations module

OOI—operations operating instructions

OPLAN—operations plan

OPORD—operations order

OPR—office of primary responsibility

PA—product announcement

SAV—staff assistance visit

SODO—senior operations duty officer

TACS—theater air control system

TDY—temporary duty

USAFE—United States Air Forces Europe

VCSL—voice call sign list